

**United States District Court
Western District of Texas**

Position: Pro Se Law Clerk

Announcement Number: 06-04

Opening Date: January 4, 2006 / Closing Date: February 3, 2006

Target Grade: up to JSP-14 (up to \$110,662) salary commensurate with experience

Location: El Paso, Texas

The United States District Court for the Western District of Texas is currently accepting applications for the position of Pro Se Law Clerk in its El Paso office. Position is full-time; however, during training, work hours will be 20 hours per week for six weeks. Position will commence on or about July 24, 2006.

Description of Duties: The Pro Se Law Clerk performs substantive screening before and after the filing of all prisoner petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints; performs substantive screening of other pro se litigation; drafts appropriate recommendations and dispositive orders for the Court's signature; reviews all complaints, petitions, and pleadings that have been filed to identify issues involved and basis for relief; performs research, to assist the Court in preparing opinions; maintains liaison between Court and litigants; reviews the docket of pending prisoner litigation to assure the proper progress of such cases, prepares non-dispositive orders, and advises the Court of those cases where action by the Court is appropriate; compiles statistics and prepares periodic reports which reflect the status and flow of cases; performs other duties, as assigned. Experience with death penalty cases preferred but not required.

Minimum Qualifications Requirements: Graduation from an accredited law school, membership(in good standing) with a State Bar, and at least two years of full time post J.D. legal experience. Federal or State law clerk experience and/or experience in habeas and/or civil rights litigation is highly preferred. Excellent organizational, communication, and research and writing skills are also required. Applicant must possess proficient typing and personal computer skills.

Application Procedure: Qualified applicants are invited to apply by submitting a cover letter, current resume with daytime telephone number, a list of at least three references, salary history and requirements, writing sample, and law school transcripts to:

Lorre K. Kukla
Director of Human Resources
United States District Court
727 E. Durango Blvd., Suite A-500
San Antonio, TX 78206

Application must be received no later than February 3, 2006. Late applications will not be considered.

The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Please note final candidates will undergo a fingerprint/background check.

The United States District Court is an Equal Opportunity Employer.